



Job Posting

Date: February 18, 2019

From: Human Resources Department

Position: Assistant Fire Chief

Salary: \$47,158.60 w/benefits and 5% increase after 6 month probation

General Statement of Duties

Performs managerial, administrative and supervisory duties assisting in the operation of the Fire Department; serves in the absence of the Fire Chief.

Distinguishing Features of the Class

An employee in this class supervises and participates in the operations of fire suppression personnel and operations at the fire department. Responsibilities include assisting with drafting and tracking of department budget expenditures and revenues; grants management and application; participating in recruitment and selection processes; assisting in development and monitoring of departmental goals and objectives; submitting and approving invoices; making purchases; overseeing and participating in departmental projects including agreements, contracts, purchase and repair of equipment, fire department insurance rating, and department technology. Work is performed under general supervision and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of incident response and administrative tasks.

Work requires that the employee stay abreast of state-of-the-art fire, hazardous materials, and rescue procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. Considerable independence, judgment, and ability to make effective decisions under pressure are required in all aspects of work, particularly in directing staff in incident response.

Duties and Responsibilities

Essential Duties and Tasks

- Serves in the absence of the Fire Chief; attends major emergencies to participate in incident command and emergency response; leads and participates in prevention and public education activities as needed.
- Assists the Chief with budget preparation and administration; estimates expenditures and revenues; makes purchases; submits and approves invoices.
- Coordinates vehicle and equipment maintenance and repair.
- Coordinates the recruitment, testing and selection of firefighter candidates; establishes list of

candidates and assists in interview process; coordinates pre-employment testing; coordinates promotional processes, advising candidates on what to prepare for.

- Administers special projects within the department including agreements and contracts, purchase of new or repair of existing equipment, fire department classification for insurance rating, and communication and data systems.
- Serves as liaison with other agencies.
- Researches potential grants for fire service; develops grant applications and manages grant requirements.
- Encourages employee career development; researches training opportunities and makes arrangements; establishes on-line training programs; maintains training records.
- Writes and researches departmental policies and procedures; assists the Chief in evaluating departmental effectiveness levels to track goals and objectives; monitors and assesses the department's service delivery through budget and strategic plan review.
- Prepares a wide variety of records, reports and correspondence on departmental matters.
- Participates in the supervision and management of station personnel and volunteers; conducts performance coaching and evaluation with staff as needed.

Additional Job Duties

- Performs other related duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- Thorough knowledge of modern methods of fire suppression and prevention, public education programming, hazardous materials and rescue response, and of the use and maintenance of related equipment.
- Thorough knowledge of departmental policies and regulations.
- Thorough knowledge of the physical layout of the Town and response districts, and related facilities.
- Considerable knowledge of the application of information technology to the fire service.
- Considerable knowledge of budget, purchasing, and personnel policies and procedures.
- Considerable knowledge of modern supervisory principles and practices including leadership, communications, motivation, conflict management, etc.
- Ability to effectively plan, prepare, and conduct in-service training on firefighting, rescue, incident response, and equipment operations for public safety personnel.
- Ability to provide coaching, technical advice, and training of employees.
- Ability to provide leadership and inspire calm control while supervising emergency incident scenes.
- Ability to maintain effective working relationships with employees and members of the public.
- Ability to make sound judgments in emergency situations.

Education and Experience

Associates degree (Bachelors preferred) in fire science or related field supplemented by advanced courses and seminars in fire service; and considerable experience of an increasingly responsible nature in the fire service including supervisory experience.

Special Requirements

North Carolina driver's license Class B CDL, NC Firefighter Level II certification, NC Driver/Operator certification, Fire and Rescue Level II Instructor, North Carolina EMT certification.

AMERICAN WITH DISABILITIES ACT REQUIREMENTS

Physical Requirements

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, and hearing. Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Environmental Hazards

The employee is subject to the hazards associated with incident response work including working in inside and outside environments, working at heights, in extreme hot and cold temperatures, loud noise, vibration, moving parts, electrical current, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. Employees are also subject to the final OSHA standards on blood borne pathogens.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, odor perception.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Buchanan, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bbuchanan@waynesvillenc.gov

Applications will be accepted until March 18, 2019